

**Performance & Development Solutions (PDS)
Quality in Rulemaking Academy (QRA)**

(PLEASE PRINT)

Name: _____ SS #: _____
 Last First MI

Agency: _____ Classification: _____

Work Location: _____ Work Phone: _____

E-Mail Address: _____

FOR NON-STATE EMPLOYEES, PLEASE PROVIDE BILLING INFORMATION:

Non-State Agency/Organization: _____

Contact: _____ Phone #: _____

Address: _____ City/Zip: _____

Completion of the PDS Quality in Rulemaking Academy (QRA) Certificate requires all Core Courses listed below. Participants have two years from the enrollment confirmation date to complete the program. Courses taken six months prior to the enrollment confirmation date can be counted toward completion of the certificate.

Record Of Completion

<u>Core Courses</u>	<u>Course #</u>	<u>Date Taken</u>
Introduction to Administrative Law	RM 001	_____
Statutory Construction and Legal Drafting	RM 002	_____
Rule Writing Style	RM 003	_____
The Rulemaking Process	RM 004	_____
Electronic Code Research	RM 005	_____
Executive Orders Relating to Rulemaking	RM 006	_____
Judicial Rule Review	RM 007	_____
Contested Cases	RM 008	_____
Ethics for the Rule Maker	RM 009	_____

The following signatures indicate awareness of this application and support for completion of this certificate program within two (2) years.

Employee Date Department Director Date

Supervisor Date Training Liaison (State Employee Only) Date

For PDS Use Only:

Date Confirmed _____ Courses Valid Since _____
Completion Date By _____ Certificate Sent _____

CFN 552-0692 Rev. 9/05

Please return the completed form to:

State Employees: Your agency's Training Liaison

Non-State Employees: Leslie Davenport, PDS Training, DAS-HRE, 400 E 14th Street, Des Moines, IA 50319-0150
Phone: 515-281-5456 Fax: 515-242-5152